

# VACANCY NOTICE

CS-376  
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Casino IT Support Specialist</u>	CLASSIFICATION CODE: <u>00561400</u>
	SALARY RANGE: <u>(826J) \$51,866-58,557</u>	REFERENCE POSITION NO.: <u>138</u>
	Department or Agency Name <u>Revenue</u>	APPLICATION PERIOD: <u>3/1/2013 - 3/21/2013 EXTENDED</u>
	Division/Section/Unit <u>Lottery</u>	<u>NO GRACE PERIOD</u>
	Assignment(s) / Comments <u>Some evenings, weekends and holiday may be required.</u>	
	Shift and Days: <u>1st (Monday-Friday)</u>	Job Location: <u>Cranston, RI</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** <b>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
The Casino IT Support Specialist is responsible for providing end users with workstation technical support; assisting with setting up the administering domain controllers, raid, storage servers, windows workstations, and Cisco firewalls - routers-switches; updating anti-virus and vendor software updates to end user workstations and servers; implementing new rollouts of servers and desktop operations systems. Also, this position will assist with implementing information security related efforts, developing and providing specifications for new IT related hardware to be utilized within the organization. IT Support Specialist will also maintain and backup all critical data; monitor network device event logs, work with internal IT staff to ensure that existing IT security best practices are being met and to research and apply new standards to the environment.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>EDUCATION:</b> Such as may have been gained through: possession of a Bachelors Degree in MIS, computer science preferred. <b>EXPERIENCE:</b> Such as may have been gained through: Experience with configuring Cisco firewalls, routers, and related equipment. Microsoft Windows 2003 server and above; Microsoft Windows XP professional and above; Microsoft Word, Excel, Exchange and Microsoft SQL Server. Knowledge and understanding of Microsoft networking concepts. <u>Or</u> , equivalent combination of education and training will be considered.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Jane Tougas, Personnel Supervisor	<b>Telephone #:</b> <u>(401) 463-6500</u>
	"Casino IT Support Specialist	e-mail address: <u>jtougas@rilot.ri.gov</u>
	Evaluation Committee"	TTY/TDD #: <u>7 1 1</u>
	R.I. Lottery, 1425 Pontiac Avenue	(Telecommunication Device for the Deaf)
	Cranston, RI 02920	



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